

# POLICY

## Queen Anne's County Public Schools

EPS File Code:  
BOE Resolution Number:

Policy Number:

Page 1 of 3

POLICY TITLE: <b>Disability Accommodations</b>		
ADOPTION/EFFECTIVE DATE:	MOST RECENTLY AMENDED:	MOST RECENTLY REAFFIRMED:
POLICY/PROCEDURE MANUAL SUMMARY CATEGORY:		

### A. Purpose

To establish procedures for processing requests for reasonable accommodations by employees, job applicants, students and members of the public in requesting accommodation.

Queen Anne's County Public Schools shall handle requests for reasonable accommodations in an effective, expeditious, and confidential manner to enable the individual to perform the essential functions of his/her position, or to gain access to the workplace; web resources and enable an applicant with a disability to have an equal opportunity to participate in the application process and to be considered for a job; and to allow an employee with a disability an opportunity to enjoy the same benefits and privileges as are enjoyed by employees, students and members of the public without disabilities.

### B. Policy Statement

Persons with disabilities shall be provided an equal opportunity to participate in or benefit from all services offered to other individuals. To the greatest extent reasonable and possible, this shall be done in the integrated setting appropriate to the needs of the individual with a disability. QACPS shall not use standards, criteria, or methods of administration that screen out, exclude, or discriminate based on disability.

#### **Titles I and II of the Americans with Disabilities Act**

Queen Anne's County Public Schools does not discriminate on the basis of disability in employment or provision of services, programs or activities. Requests for auxiliary aids and services for communication will be coordinated by the Office of Public Information. Queen Anne's County Public Schools has designated the Director of Human Resources as the employee responsible for addressing questions or concerns regarding the Title I of the

Americans with Disabilities Act and the Director of Facilities as the employee responsible for addressing questions or concerns regarding the Title II of the Americans with Disabilities Act.

### **Section 504 of the Rehabilitation Act of 1973**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination based on disability. Inquiries regarding students' rights related to Section 504 of the Rehabilitation Act of 1973 will be address by the Supervisor of Special Education.

## **C. Rationale**

By identifying the Board's obligations in complying with the Americans with Disabilities Act (ADA) and providing policy and procedure guidance, Board employees and applicants can better achieve fairness and equity.

## **D. Definitions**

***Qualified Individual with a Disability*** – An individual with a disability is qualified if he/she satisfies the requisite skill, experience, education and other job-related requirements of the position; and (2) he/she can perform the essential functions of the position, with or without reasonable accommodation. A qualified individual with a disability includes an individual “perceived” as having a disability.

***Reasonable Accommodation*** – Any change in the work environment or in the way work is customarily completed that would enable a qualified individual with a disability to enjoy equal employment opportunities.

***Undue Hardship*** – If a specific reasonable accommodation causes significant difficulty or expense, then the school system will not be required under the law to provide that particular accommodation. Determination of undue hardship must be made on a case-by-case basis, considering factors such as the cost of the reasonable accommodation needed and the impact of the reasonable accommodation on the operation of the school system. Undue hardship includes any action that is unduly costly, extensive, substantial, disruptive, and/or that would fundamentally alter the nature or operation of the school system.

***Essential Functions*** – Those job duties that are so fundamental to the position that the individual cannot do the job without performing them. A function can be “essential” if, among other things, the position exists specifically to perform that

function; there are a limited number of other employees who could perform the function; or the function is specialized and the individual is hired based on the ability to perform. The essential functions of a position must be determined on a case-by-case basis so that it reflects the job as actually performed.

*Extenuating Circumstances* – Extenuating circumstances are factors that could not reasonably have been anticipated or avoided in advance of the request for the accommodation.

### **E. Implementation**

The Superintendent shall develop- and implement procedures that support the administration of this policy.

### **F. Evaluation**

The Superintendent will provide the Board of Education a review of this policy by August 2019. The focus of this review will be the effectiveness of the elements of this policy in assisting the Board in fulfilling its mission.

### **G. References**

Title VI and VII of the US Civil Rights Act; Titles I and II of the Americans with Disabilities Act; section 504 of the Rehabilitation Act of 1973; Education Article, Annotated Code of Maryland; State Government Article Annotated Code of Maryland; other federal and state antidiscrimination laws.

### **Board Approval Acknowledged By:**

---

Mr. Gregory Pilewski, Secretary and Treasurer  
Board of Education of Queen Anne's County

# POLICY

## Queen Anne's County Public Schools

Policy Number:

Page 4 of 4

Policy Action Dates					
ACTION	DATE	ACTION	DATE	ACTION	DATE

Responsibility for Policy Maintenance & References		
LAST EDITOR/DRAFTER NAME: <b>Unknown</b>		JOB POSITION OF LAST EDITOR/DRAFTER: <b>Unknown</b>
PERSON RESPONSIBLE:		JOB POSITION OF PERSON RESPONSIBLE:
DESIGNEE NAME: <b>N/A</b>		JOB POSITION OF DESIGNEE: <b>N/A</b>
REFERENCE 1 TYPE:	REFERENCE 1 NO.	REFERENCE 1 DESCRIPTION:
REFERENCE 2 TYPE:	REFERENCE 2 NO.	REFERENCE 2 DESCRIPTION:
REFERENCE 3 TYPE:	REFERENCE 3 NO.	REFERENCE 3 DESCRIPTION:
REFERENCE 4 TYPE:	REFERENCE 4 NO.	REFERENCE 4 DESCRIPTION:
REFERENCE 5 TYPE:	REFERENCE 5 NO.	REFERENCE 5 DESCRIPTION:
POLICY NUMBER PRIOR TO SEPTEMBER 2008:		

Policy Number:

Page 2 of 2